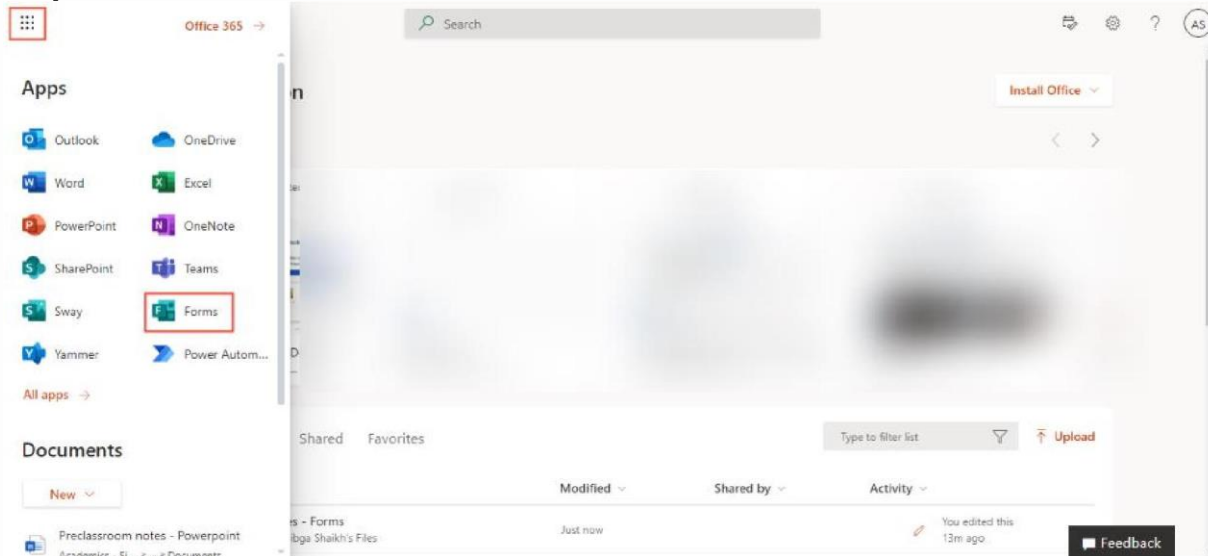


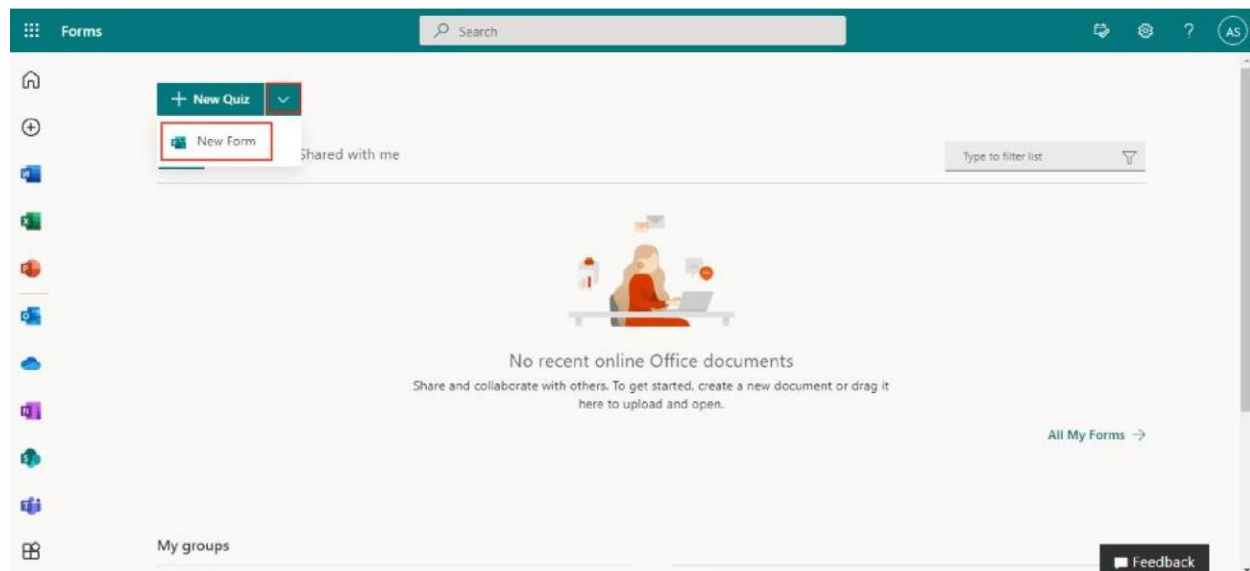
## Pre-Classroom Notes - MS Forms

**Step 1:** Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID, follow the steps mentioned below.

**Step 2:** Open **Forms** from 9 dots above on the left.



**Step 3:** Create New Form by clicking on the drop-down button near “New Quiz”. Click on “New Form”



**Step 4:** Give a Title to the form and add a description as appropriate. You can also add the picture in the title by clicking on the image icon

The screenshot shows the Microsoft Forms editor interface. The top bar indicates the form is titled 'Basic IT' and is saved. The 'Questions' tab is selected. The form title is 'Basic IT' and the description is 'For STD 3'. An 'Add new' button is present. On the right, the 'Image Search' pane is open, showing a Bing search for 'Computer'. The 'Add' button is highlighted. Below the search bar, several computer-related images are displayed.

**Step 5:** Add questions (Multiple Choice, short and long Text, Rating, Ranking, Likert, etc.)

The screenshot shows the Microsoft Forms editor interface. The top bar indicates the form is titled 'Basic IT' and is saved. The 'Questions' tab is selected. The form title is 'Basic IT' and the description is 'For STD 3'. A question type menu is open, showing options: Choice, Text, Rating, Date, Ranking, Likert, File upload, Net Promoter Score, and Section. The 'Choice' option is selected.



### Step 6: Add one Choice question

The screenshot shows the Google Forms editor interface. The top bar is teal with the text 'Forms' and 'Basic IT - Saved'. On the right, there are buttons for 'Preview', 'Theme', 'Share', and a menu icon. The main area is divided into 'Questions' and 'Responses' tabs. The 'Questions' tab is active, showing a question titled '1. Batch Name' with a text input field. Below the input field are six radio button options: 'January', 'February', 'March', 'April', 'June', and 'September'. At the bottom of the question area, there are links for '+ Add option' and 'Add "Other" option'.

### Step 7: Change the theme. Select any one from these themes

The screenshot shows the Google Forms editor interface with the 'Theme' button highlighted in the top bar. The 'Questions' tab is active, showing the same multiple-choice question as in Step 6. On the right side, a theme selection panel is open, displaying a grid of 16 theme thumbnails. The first two rows consist of solid color squares in various shades. The subsequent rows feature more complex, colorful illustrations. At the bottom of the grid is a plus sign icon for additional themes.

**Note:** We will learn about more features in the class